

# **CORRECTIONAL SUPERVISING COOK, CORRECTIONAL FACILITY**

## **JOB ANALYSIS**

### **BACKGROUND INFORMATION**

**Date of Job Analysis:** April 1 - 7, 2008

**Collective Bargaining Identification:** R15

**Job Analysis Conducted By:** Marian Dilley, Manager  
Brian J. Walker, Selection Analyst  
Office of Selection Services  
Department of Corrections and Rehabilitation

**Number of Incumbents:** There are 980.96 positions in this classification with 114.58 vacant positions per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated May 5, 2008.

#### **Names of the Subject Matter Experts and their background:**

##### **DANIEL BEAN, ASSISTANT CORRECTIONAL FOOD MANAGER**

Mr. Bean currently works as an Assistant Correctional Food Manager at the Richard A. McGee Correctional Training Center (CTC) in Galt and has been in this classification for 3 years. Prior to his current classification, he was a Supervising Correctional Cook (7 years) and a Correctional Supervising Cook (8 years) working at both CTC and Folsom State Prison. He has been with the Department of Corrections and Rehabilitation for more than 19 years.

##### **GARY THUESON, SUPERVISING COOK II**

Mr. Thueson is currently working as a Supervising Cook II at the Preston Youth Correctional Facility and has been in this classification for 18 months. Prior to his current classification, he was a Correctional Supervising Cook (6 years) and a Cook II (2 years) also with Preston Youth Correctional Facility. He has been with either the Department of Corrections and Rehabilitation or California Youth Authority for a total of 10 years.

##### **TUYET – MAI T. HUYNH, SUPERVISING COOK II**

Ms. Huynh currently works as a Supervising Cook II at the Northern California Youth Correctional Center (NCYCC) in Stockton and has been in this classification for 3 years. Prior to her current classification, she worked approximately 15 years as a Correctional Supervising Cook in both adult and juvenile facilities. She has been with either the Department of Corrections and Rehabilitation or California Youth Authority for more than 17 years.

##### **SHAWNEE SISNEROZ, SUPERVISING CORRECTIONAL COOK**

Ms. Sisneroz is currently working as a Supervising Correctional Cook at the Richard A. McGee Correctional Training Center (CTC) in Galt and has been in this classification for 9 months. Prior to her current classification, she was a Correctional Supervising Cook (6 years). She has been with the Department of Corrections and Rehabilitation for more than 7 years.

# **CORRECTIONAL SUPERVISING COOK, CORRECTIONAL FACILITY INFORMATION GATHERING**

## **Information Sources**

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- Review of the Job Analysis conducted in January 2007
- Review of current State Personnel Board classification specification (Attachment C)
- Review of the Job Audit Survey results, mailed out to all incumbents on 9/25/07 (Attachment A). A total of 403 (46.13%) job audits were returned for Correctional Supervising Cook (CF)

## **Job Audit Survey Background**

The Office of Personnel Services conducted a survey (Attachment A) to identify all tasks performed by Correctional Supervising Cook (CF) working in the various adult and juvenile institutions within CDCR. Surveys were mailed to all incumbents appointed to the Correctional Supervising Cook (CF) classification. All returned surveys were reviewed and a task listing was developed based on the information provided. The task listing was then compared to the existing Job Analysis. Tasks that had been identified on the previous job analysis were coded with the corresponding task number. New tasks or tasks that had not been identified on the previous job analysis were added and coded with a new task number (Attachment B). Full task statements were developed by the Subject Matter Experts listed in the job analysis background.

When reviewing the Edited List of Tasks a dividing line was added to help distinguish tasks identified by the job audit survey versus tasks identified as a result of the previous job analysis: "The following tasks were identified from the statewide food service survey."

## **Job Audit Survey Statistics**

Number of Incumbent		Number of Surveys Received				Locations Used	
Youth	Adult	Youth #	%	Adult #	%	Youth	Adult
26	847.59	11	42.32%	392	46.25%	ALL	ALL